

22 April 1957

MEMORANDUM FOR: Deputy Director (Plans)  
Deputy Director (Intelligence)

SUBJECT: Inactive Records

1. Your inactive record Disposition Schedules have proceeded within these last few years so successfully that additional new building space outside of Washington appears to be necessary. Such a step in the face of the President's desire not to add construction-inflationary pressure from the Government brings forward an additional most serious consideration.

2. Accordingly, the Director has asked that all existing Disposition Schedules be reviewed immediately to the end of ascertaining whether or not more destruction of records can be secured. Obviously included is the following:

a. The necessity for elimination of all carbons or other copies possible;

b. The necessity of avoiding duplication of materials as between the Inactive Records Center and the Agency's libraries;

c. The necessity of determining the Office of Record for each item so that specified retention of records arises properly from the office of first responsibility, and, therefore, avoids another form of duplication;

d. The necessity of speeding completion of unfinished records Disposition Schedules so that as yet unknown destruction can take place.

3. I am directing the Records Management Staff to lend all possible priority assistance to you in connection with these objectives.

4. A report of progress, marked for the attention of the Chief, Management Staff, is requested as of 1 June 1957.

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C/Mgmt Stf: [REDACTED]  
Rewritten: DD/S: LKW: ljh  
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/s/  
L. E. WHITE  
Deputy Director  
(Support)